

# **5 FAM 320**

## **U.S. POSTAL FACILITIES**

*(TL:IM-24; 01-30-1998)*

### **5 FAM 321 GENERAL POLICIES**

*(TL:IM-24; 01-30-1998)*

a. U. S. Postal facilities are to be used to the maximum extent permitted by security regulations, provided it is financially advantageous to the U.S. Government.

b. Letters and packages may be sent to posts through international and military postal system facilities.

c. CONFIDENTIAL AND SECRET material may not be sent via international mail and may not be carried across international boundaries except by diplomatic courier or specially authorized nonprofessional diplomatic courier.

d. TOP SECRET and TOP SECRET CRYPTOGRAPHIC material may NEVER be transmitted through postal facilities.

### **5 FAM 322 UNITED STATES POSTAL SERVICES**

*(TL:IM-24; 01-30-1998)*

a. Postal services may be used within the provisions of the Domestic and International Mail Manuals.

b. Official mail to domestic addresses is dispatched via United States Postal Service (USPS). Official mail must either be metered or have stamped postage affixed. **NOTE:** Military Post Offices (MPOs) are domestic addresses.

c. Official mail intended for overseas missions is forwarded by pouch.

d. Posts with adequate international air mail service may send and receive pouches by international air mail.

## **5 FAM 323 MILITARY POSTAL SERVICE**

*(TL:IM-24; 01-30-1998)*

a. All regular U. S. citizen employees assigned to a post with Military Post Office (MPO) support, i.e., an Army/Air Post Office (APO) or Fleet Post Office (FPO) and their dependents may use the MPS. It may be used for official unclassified mail and for classified mail up to and including SECRET—if dispatched as Registered mail. TOP SECRET and TOP SECRET CRYPTOGRAPHIC material may NEVER be sent through MPS.

b. Any U. S. citizen, with or without military postal (APO/FPO) privileges, can mail balloting material from any APO/FPO, U.S. Embassy or U.S. Consulate where international mail facilities are considered inadequate for this purpose. This includes post card applications, ballots, voting instructions and envelopes.

c. The Military Postal Service Agency (MPSA) provides USPS policy and procedural guidance to MPO postal group commanders and establishes MPO service based on the needs of the DOD and the military service branches.

d. Requests to establish APO/FPO service must be coordinated at the local group commander level.

e. Other agencies may negotiate agreements for MPO privileges by contacting the Military Postal Service Agency (MPSA) and A/IM/RM/DPM.

f. U.S. Government contractors, private U.S. citizens abroad, and foreign nationals are prohibited from using the MPO. Exceptions must be coordinated with post management, the postal group for the region, the MPSA, and A/IM/RM/DPM.

g. Employees who abuse the MPS must reimburse the Department for transportation costs of items mailed via the MPS (31 U.S.C. 9701). An example of abuse is mailing large packages of household goods to yourself at your new post to circumvent the limit on household goods.

## **5 FAM 324 MILITARY POSTAL SERVICE AGENCY (MPSA)**

*(TL:IM-24; 01-30-1998)*

a. The Military Postal Service Agency (MPSA) provides USPS policy and procedural guidance to MPO postal group commanders and establishes MPO service based on the needs of the DOD and the military

service branches.

b. Requests to establish APO/FPO service must be coordinated at the local group commander level.

## **5 FAM 325 FUNDING FOR U. S. POSTAL FACILITIES**

*(TL:IM-24; 01-30-1998)*

a. A/IM/RM/DPM funds processing and transportation costs for unclassified diplomatic pouches and mail from the Department to posts overseas. The post or bureau pays for shipping from the post to the Department. Courier pouch transportation charges are funded by DS/CIS/DC.

b. The Department does not fund USPS services to other agencies.

### **5 FAM 325.1 Domestic Mail**

*(TL:IM-24; 01-30-1998)*

a. The Department pays for all metered mail intended for dispatch in the domestic postal system. This includes mail generated in the Department and mail sent to the Department by pouch from posts overseas.

b. The Department does not put postage on the official mail of other Federal Government agencies. Postage must be paid for by the generating agency.

### **5 FAM 325.2 Overseas Mail**

*(TL:IM-24; 01-30-1998)*

a. The originating post funds the costs of transportation and processing for pouches dispatched by international air mail. The post pays extraneous charges (e.g., surcharges, taxes, handling charges) for dispatching all outgoing unaccompanied pouches from the post allotment for general operating expenses.

b. The receiving post pays delivery charges for pouches arriving at the post.

c. Local postage costs for official mail originating in the Department and forwarded by the post is funded by the post. Posts should avoid extraneous charges by approaching local authorities and claiming free and unhindered delivery by citing the Vienna Convention and any bilateral agreements between the United States and the host government.

d. The posts pay for all mail generated by posts overseas for the international mail or local postage systems.

e. The post must document and pay transportation charges for all other unaccompanied international mail shipments and collect reimbursements.

### **5 FAM 325.3 Military Postal Service**

*(TL:IM-24; 01-30-1998)*

Charges for using the MPS are funded by A/IM/RM/DPM and posts.

(1) A/IM/RM/DPM currently reimburses the MPS for transportation charges of mailbags to and from the Continental United States (CONUS).

(2) Posts are responsible for charges defined in the Memorandum of Understanding (MOU) between the posts and the local MPS representatives.

### **5 FAM 326 THROUGH 329 UNASSIGNED**